

58999 Physical, Health, and Safety Education—Other

Note: Subject Area 59 (Military Science) is not included at the prior-to-secondary level.

Subject Area 60: Computer and Information Sciences (prior-to-secondary)

Computer Literacy

60001 Introduction to Computers

Introduction to Computer courses introduce students to computers and peripheral devices, the functions and uses of computers, the language used in the computer industry, possible applications of computers, and occupations related to computer hardware and software. These courses typically explore legal and ethical issues associated with computer use, as well as how computers influence modern society. Students may also be required to perform some computer operations.

60002 Computing Systems

Computing Systems courses offer a broad exploration of the use of computers in a variety of fields. These courses have a considerable range of content, but typically include the introduction of robotics and control systems, computer-assisted design, computer-aided manufacturing systems, and other computer technologies as they relate to industry applications.

60003 Computer and Information Technology

Computer and Information Technology courses teach students to operate and use computer and information technology, emphasizing their role as tools to communicate more effectively, conduct research more efficiently, and increase productivity. Course content includes the legal and ethical issues involved with computer technology and use.

60004 Computer Applications

In Computer Applications courses, students acquire knowledge of and experience in the proper and efficient use of previously written software packages. These courses explore a wide range of applications, including (but not limited to) word-processing, spreadsheet, graphics, and database programs, and they may also cover the use of electronic mail and desktop publishing.

60008 Particular Topics in Computer Literacy

These courses examine particular topics related to general computer literacy other than those already described, such as privacy issues or instruction in using a particular software application.

60010 Computer Literacy

Computer Literacy courses provide to students the knowledge and ability to use computers and technology efficiently. Typically, course content includes exposure to word-processing, spreadsheet, and presentation applications, but also may include the various uses of computers in modern society. Specific course content aligns with state standards to promote students' technological literacy.

60049 Computer Literacy—Other

Media Technology

60201 Web Page Design

Web Page Design courses teach students how to design websites by introducing them to and refining their knowledge of site planning, page layout, graphic design, and the use of markup languages—such as Extensible Hypertext Markup, JAVA Script, Dynamic HTML, and Document Object Model—to develop and maintain a web page. These courses may also cover security and privacy issues, copyright infringement, trademarks, and other legal issues relating to the use of the Internet. Advanced topics may include the use of forms and scripts for database access, transfer methods, and networking fundamentals.

60202 Computer Graphics

Computer Graphics courses provide the opportunity for students to explore the capability of the computer to produce visual imagery and to apply graphic techniques to various fields, such as advertising, TV/video, and architecture. Typical course topics include modeling, simulation, animation, and image retouching.

60203 Interactive Media

Interactive Media courses provide to students the knowledge and skills to create, design, and produce interactive media products and services. The courses may emphasize the development of digitally generated and/or computer-enhanced media. Course topics may include 3D animation, graphic media, web development, and virtual reality.

60247 Media Technology—Independent Study

Media Technology—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics related to media technology. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

All Others

60997 Computer and Information Sciences—Independent Study

Computer and Information Sciences—Independent Study courses, often conducted with instructors as mentors, enable students to explore computer-related topics of interest. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

60999 Computer and Information Sciences—Other

Subject Area 61: Communications and Audio/Video Technology (prior-to-secondary)

Communication

61001 Introduction to Communication

Introduction to Communication courses enable students to understand and critically evaluate the role of media in society. Course content typically includes investigation of visual images, printed material,

and audio segments as tools of information, entertainment, and propaganda; improvement of presentation and evaluative skills in relation to mass media; recognition of various techniques for delivery of a particular message; and, in some cases, creation of a media product. The course may concentrate on a particular medium.

61002 Communication Technology

Communication Technology courses enable students to effectively communicate ideas and information through experiences dealing with drafting, design, electronic communication, graphic arts, printing process, photography, telecommunications, and computers. Additional topics covered in the course include information storage and retrieval. Drafting equipment may be used to make scale drawings, including multi-view drawing, photographs, and poster mock-ups.

61003 Particular Topics in Communication

These courses examine specific topics in communication other than those already described.

61047 Communication—Independent Study

Communication—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to mass communications. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

61049 Communication—Other

Audio and Video Technology and Film

61051 Audio/Visual Production

Audio/Visual Production courses provide to students the knowledge and skills necessary for television, video, film, and/or radio production. Writing scripts, camera operation, use of graphics and other visuals, lighting, audio techniques, editing, production principles, and career opportunities are typical topics covered within production courses. Students are usually required to produce their own program or segment. Additional topics such as broadcast industry regulations, radio/TV operation, power of the medium, photography, transmission technology, and so on may be included.

61052 Commercial Photography

Commercial Photography courses provide instruction in the use of cameras and laboratory film-processing techniques. Topics covered in the course include composition and color dynamics; contact printing; enlarging; developing film; use of camera meters, air brushes, and other photographic equipment; portrait, commercial, and industrial photography; processing microfilm; and preparing copy for printing or for graphic-arts processing.

61053 Photographic Laboratory and Darkroom

Photographic Laboratory and Darkroom courses prepare students to develop and print still or motion picture film. Topics covered in the course may include controlling resultant prints; touching up negatives; and finishing, coloring, restoring, and copying prints.

61054 Photo Imaging

Photo Imaging courses provide the opportunity for students to effectively communicate ideas and information via digital, film, still and video photography. Topics covered typically include composition, layout, lighting and supplies. More advanced courses may include instruction in specialized camera and equipment maintenance, application to commercial and industrial need and photography business operations.

61055 Video

Video courses enable students to explore video communications, incorporating both the technical and artistic aspects of video media. Topics covered in the course include the use of video equipment and techniques, and students typically create a video presentation. Advanced course topics may include creating various forms of film media including silent film; sport and music video; and self portrait video.

61056 Particular Topics in Audio/Video Technology and Film

These courses examine specific topics in audio and video technology and film other than those already described.

61099 Audio/Video Technology and Film—Other

Journalism and Broadcasting

61101 Journalism

Journalism courses (typically associated with the production of a school newspaper, yearbook, or literary magazine) emphasize writing style and technique as well as production values and organization. Journalism courses introduce students to the concepts of newsworthiness and press responsibility; develop students' skills in writing and editing stories, headlines, and captions; and teach students the principles of production design, layout, and printing. Photography and photojournalism skills may be included.

61102 Photojournalism

Photojournalism courses expose students to the manner in which photography is used to convey information and experiences. Typically coordinated with production of the school newspaper, yearbook, or other media product, photojournalism courses provide the opportunity for students to improve their photo composition and film development skills, and to apply their art to journalistic endeavors.

61103 Broadcasting Technology

Broadcasting Technology courses provide to students the knowledge and skills to produce television broadcast programs. Typically, students prepare and produce short programs, learning the technical aspects of the operation and how to evaluate programming and assess audience reaction and impact.

61104 Publication Production

Publication Production courses provide to students the knowledge and skills necessary to produce the school newspaper, yearbook, literary magazine, or other printed publication. Students may gain experience in several components (writing, editing, layout, production, and so on) or may focus on a single aspect while producing the publication.

61105 Particular Topics in Journalism and Broadcasting

These courses examine specific topics in journalism and broadcasting other than those already described.

61147 Journalism and Broadcasting—Independent Study

Journalism and Broadcasting—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to journalism, broadcasting, and mass media. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

61149 Journalism and Broadcasting—Other

Printing Technology and Production

61151 Digital Media Technology

These courses are designed to give students the skills necessary to support and enhance their learning about digital media technology. Topics covered in the course may include internet research, copyright laws, web-publishing, use of digital imagery, electronic forums, newsgroups, mailing lists, presentation tools, and project planning.

61152 Desktop Publishing

Desktop Publishing courses integrate the knowledge and skills learning in word processing with the concepts, procedures and application of desktop publishing. Students learn to format, create and proofread brochures, programs, newsletters, web pages, presentations and manuscripts.

61159 Particular Topics in Printing Technology and Production

These courses examine specific topics in printing production, such as bookbinding or silkscreen printmaking, other than those already described.

61197 Printing Technology—Independent Study

Printing Technology—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to the print medium. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

61199 Printing Technology—Other

All Others

61997 Communication and Audio/Video Technology—Independent Study

Communication and Audio/Video Technology—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics of interest related to mass communication and its technologies. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

61999 Communication and Audio/Video Technology—Other

Subject Area 62: Business and Marketing (prior-to-secondary)

Administration

62001 Business/Office Career Exploration

Business/Office Career Exploration courses expose students to the occupational opportunities available in the accounting, administration, data processing, management, and secretarial fields. Emphasis is placed on responsibilities, qualifications, work environment, and career paths. These courses may also include consumer education topics, keyboard exposure, and/or hands-on experience within the various occupational areas.

62005 Keyboarding

Keyboarding courses provide an introduction to the keyboard (letters, numbers, and symbols), basic machine operation, and proper keystroke technique. As students progress, they improve their speed and accuracy and produce increasingly complex documents. Such courses help students develop keyboard proficiency, document production skills, and problem-solving skills.

62006 Word Processing

Word Processing courses introduce students to automated document production using one or more software packages. These courses may introduce keyboarding techniques or may require prior experience; in either case, speed and accuracy are emphasized. A parallel focus is placed on the use of software commands and functions to create, edit, format, and manipulate documents, capitalizing on the power offered by word-processing software programs. These courses may also cover file and disk management and other computer-related skills.

62008 Particular Topics in Administration

These courses examine specific topics related to business administration not otherwise described, such as a focus on dictation or office machinery, rather than provide a general study of office administration principles and techniques.

62047 Administration—Independent Study

Administration—Independent Study courses, often conducted with instructors as mentors, enable students to explore business administration-related topics of interest. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

Management

62051 Introductory Business

Introductory Business courses survey an array of topics and concepts related to the field of business. These courses introduce business concepts such as banking and finance, the role of government in business, consumerism, credit, investment, and management. They usually provide a brief overview of the American economic system and corporate organization. Introductory Business courses may also expose students to the varied opportunities in secretarial, accounting, management, and related fields.

62097 Management—Independent Study

Management—Independent Study courses, often conducted with instructors as mentors, enable students to explore business management-related topics of interest. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

Finance

62101 Banking and Finance

Banking and Finance courses provide an overview of the American monetary and banking system as well as types of financial institutions and the services and products that they offer. Course content may include government regulations; checking, savings, and money market accounts; loans; investments; and negotiable instruments.

62147 Finance—Independent Study

Finance—Independent Study courses, often conducted with instructors as mentors, enable students to explore business finance-related topics of interest. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

Marketing

62151 Marketing Career Exploration

Marketing Career Exploration courses expose students to the opportunities available in retail, wholesale, advertising, and other occupational fields using marketing principles.

62152 Marketing—Comprehensive

Marketing—Comprehensive courses focus on the wide range of factors that influence the flow of goods and services from the producer to the consumer. Topics may include market research, the purchasing process, distribution systems, salesmanship, sales promotions, shoplifting and theft control, business management, and entrepreneurship.

62197 Marketing—Independent Study

Marketing—Independent Study courses, often conducted with instructors as mentors, enable students to explore marketing-related topics of interest. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

All Others

62997 Business and Marketing—Independent Study

Business and Marketing—Independent Study courses, often conducted with instructors or professionals as mentors, enable students to explore business or marketing-related topics of interest. Independent Study courses may serve as an opportunity for students to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.